

Commission Meeting

May 25, 2004 @ 3:00 p.m.

Department of Education 1135 Lincoln Street, Conference Room E - Red Bluff, CA 96080

MINUTES

ATTENDANCE: Paula Brown-Almond, Christine Applegate, Jeannie Early Jacobs, Mildred Johnstone, Valerie Lucero

ABSENT: William Clybourn, Bob Douglas, Connie Massie, George Russell

1. **PUBLIC COMMENT** – Vice Chairperson, Mildred Johnstone opened the meeting at 3:10 p.m. for public comment. There was none heard.
2. **CONSENT AGENDA:** *These items include routine fiscal and administrative actions to be approved by a single majority vote.*

2.1. APPROVAL OF MINUTES

2.2. GENERAL WARRANT REGISTER

2.3. CLAIMS

Commissioner Chris Applegate made the motion to approve the consent agenda as detailed, Commissioner Valerie Lucero seconded, motion carried 5 to 0.

3. REGULAR AGENDA:

3.1. INFORMATIONAL: Director's Report

- ***Mark Calendars:** Friday, August 6, 8:30 a.m. - 12:30 p.m. – Annual Commissioner Workshop and Strategic Plan Update to be held in Red Bluff. Place to be announced later.
- **Provider Recognition Evening:** More than 90 child care providers attended Tehama County's 5th Annual Child Care Provider Information and Recognition Evening on May 1, 2004. Commissioners Paula Brown-Almond, George Russell, and Bob Douglas attended along with Director Snider.
- **Cinco de Mayo Celebration:** Staff manned a booth at the 6th Annual Cinco de Mayo Celebration held Sunday, May 2nd in the Red Bluff River Park. First 5 Tehama's booth distributed tip sheets, brochures, puppets, and displayed the "Kit for New Parents" along with information on where to connect with local distributors.
- **Mercy Foundation North:** On Wednesday, May 5th, Director Snider attended the 8th Annual McAuley Society Dinner sponsored by Mercy Foundation North where First 5 Tehama received an award and was inducted into the McAuley Society. Mercy

Foundation North is a philanthropic organization sponsored by the Auburn Regional Community of the Sisters of Mercy. Director Snider passed around a pamphlet and dinner program from the event.

- Grantee Cluster Meeting: Monday, May 10th, grantees and staff networked, problem solved, shared resources, and made plans for FY 04/05. Director Snider handed out a technical assistance survey which grantees will return to help First 5 Tehama plan for support services to be provided next year.
- On March 30th, Director Snider was appointed to the Children and Families Leadership Team by the Board of Supervisors. This team will oversee the Child Welfare Redesign efforts for Tehama County. This is an advisory board to the Board of Supervisors which is mandated in the Welfare and Institution Code. Director Snider passed around a handout which illustrated the configuration of the Children and Families Leadership Team. Commissioner Applegate discussed Tehama County's role as one of the thirteen early implementer counties.
- Director Snider will be representing the Association's North West Region on the Special Needs Advisory Committee – this will be an oversight committee to the First 5 California Special Needs Project. Director Snider passed around additional information regarding the Special Needs Project. She will meet with Commissioner Brown-Almond regarding her role on another Special Needs Advisory Committee at the State level to ensure non-duplicative efforts and rural representation.
- While in Sacramento, Director Snider went to the State Capitol Building and met with Assemblyman LaMalfa's Legislative Director and Senator Aanestad's staff. At their office she discussed First 5 Tehama's current efforts and results. Her focus was our funding as the only flexible funding source for young children that is locally driven and designed to meet local needs, our community's success with leveraging other sources of funding, our successful public/private partnership effort (Creative Learning Center), and which services we fund that are meeting the needs of folks whose needs traditionally are not being met by larger bureaucratic programs.
- Association Update: Director Snider reported statewide media this year will focus on the utilization of alternative media development for rural counties in particular. She also reported that the State Commission and five counties are in middle of an audit by the State Auditor. Some of the preliminary talk has been negative and our Advocacy Committee Chair has encouraged each county to not apologize for certain statements regarding the autonomous, flexible, and independent nature of commissions because this is positive! It is the way the voter approved initiative was designed. Instead, he also encourages us to continue to meet and educate our community as well as our local representatives in the State Legislature on the good work we are doing. Director Snider also handed out a written response regarding some early comments on the audit that was read into the record at the May 20, 2004 State Commission meeting for Chairman Rob Reiner in his absence. Director Snider had copies of the response that she handed out for those who were interested. Good news - the State Commission

unanimously approved continued funding of the small county augmentation, to be funded 80% by the State Commission and 20% through redirection of state matching funds from future allocations to the larger counties.

3.2. ACTION: Ad-Hoc Nomination Committee – Annual election of officers:

- The Ad-Hoc Nomination Committee's recommendations for officers were heard and nominations and elections were held; officers will be installed at the June meeting and begin duties at the August meeting (no meeting in July).
 - Mildred Johnstone nominated for Chairperson;
 - Jeannie Early Jacobs nominated for Vice-Chairperson.No other nominations were heard from the floor.

Commissioner Applegate made the motion to close the nominations and Commissioner Lucero seconded, motion carried 5 to 0.

Commissioner Paula Brown-Almond made the motion to approve the Ad-Hoc Nomination Committee recommendations for Chairperson and Vice-Chairperson as submitted, Commissioner Chris Applegate seconded, motion carried 5 to 0.

3.3. ACTION: Updated Financial Plan (Enclosure)

- The Financial Committee met and reviewed updates to the Financial Plan. Recommend approval of the Updated Financial Plan.

Commissioner Valerie Lucero made the motion to approve the Financial Plan as presented, Commissioner Jeannie Jacobs seconded, motion carried 5 to 0.

3.4. ACTION: Proposed Annual Budget FY 2004-05 (Enclosure)

- The Financial Committee met and reviewed the draft annual budget. Recommend approval of Proposed Annual Budget FY 2004-2005 including three year funding commitments for local initiative funding categories: Direct service, \$309,500; Emerging Issues, \$20,000; and System Integration/Capacity Building, \$45,100. Proposed budget includes second year funding of the 4 year funding commitment for First 5 California's School Readiness Initiative: \$100,000. These funding commitments run through fiscal year 2006-2007.

Before approval of the FY 2004-05 Budget, the Commission asked Director Snider to contact our auditing firm, Bartlig, Basler, and Ray to increase their 04/05 Audit cost proposal to include the Management's Discussion and Analysis (MD & A) that the Governmental Accounting Standards Board has determined is necessary to supplement, although not required to be a part of, the basic financial statements.

Motion was tabled until next month in order to approve FY 2004/05 annual budget with this updated figure.

3.5. ACTION: Communications Committee Report – Key Messages

- Communications Committee recommends approval of key messages drafted at Communications training and refined by Committee as follows:
 - First 5 Tehama improves the lives of children ages 0 through 5 and their families by investing in programs that support:
 - ★ High quality child care and early education
 - ★ Access to health services
 - ★ Parent education and support services
 - First 5 Tehama is committed to working with others to make a difference in the lives of children through funding innovative programs that reflect local needs and priorities;
 - First 5 Tehama provides tools and resources to parents and caregivers so their children will be socially, emotionally, and physically ready for school.

Commissioner Chris Applegate made the motion to approve the key messages with the addition of “cognitively” in the third key message, Commissioner Valerie Lucero seconded, motion carried 5 -0.

The third key message now reads: “First 5 Tehama provides tools and resources to parents and caregivers so their children will be socially, emotionally, cognitively, and physically ready for school.”

The Commission asked Director Snider to include in the agenda the next steps in our communication outreach plan for Commissioners at our Annual Commissioner Workshop in August.

3.6. ACTION: Direct Service Proposal Recommendation (Enclosure)

- Recommend approval of Direct Service Proposal recommendation to fund the Early Intervention Collaborative Project (NCCDI) not to exceed \$154,750.00 per year for 3 years and the Genesis Project (New Directions to Hope) not to exceed \$154,750.00 per year for 3 years. Multi-year funding is dependent upon the reporting, participation and degree to which annual goals are met.

The Commissioners reviewed and discussed the recommendations from the expert proposal readers. After discussion, it was decided to separate the motion in two.

Commissioner Paula Brown-Almond made the motion to approve the Direct Service Proposal recommendation to fund the Early Intervention Collaborative Project (NCCDI) not to exceed \$464,250.00 for three years Commissioner Jeannie Jacobs seconded, motion carried 3 to 0; 2 abstained.

Commissioner Valerie Lucero made the motion to approve the Direct Service Proposal recommendation to fund the Genesis Project (New Directions to Hope) not to exceed \$464,250.00 for three years Commissioner Paula Brown-Almond seconded, motion carried 3 to 0; 2 abstained.

Commissioners present recommended looking into expanding the Request for Proposal selection process to include more active involvement of Commissioners next time.

3.7. INFORMATIONAL: Commissioner Updates

Commissioner Johnstone reported that at the Public Health Advisory Tobacco Committee will now be collaborating with the Public Health Advisory Dental Committee which will bring about services to moms and adults in coordination with the WIC program.

3.8. CLOSED SESSION – Executive Director Evaluation

This closed session regarding Director Snider’s annual evaluation was tabled until next month.

3.9. ADJOURN

Meeting adjourned at 5:10 p.m.

Next meeting is scheduled for June 22, 2004

Communications received by the FIRST 5 TEHAMA, Tehama County Children and Families Commission and Commissioner Information Packets are on file at the Office of the Program Director, 1135 Lincoln Street, Red Bluff.

If you need disability modification or accommodation in order to participate in this meeting, please contact the Commission office at (530) 528-1395 at least 48 hours prior to the start of the meeting. Government code Section 54954.2(a).

des